

Rule 83 - 12.01 Attorney Admission.

(A) Roll of Attorneys.

The bar of this Court consists of those attorneys who have been granted admission upon satisfaction of the requirements for admission to practice before this Court prescribed by the rules in force at the time of their application for admission. Except as otherwise provided in this rule, only attorneys enrolled pursuant to the rules of this Court or duly admitted pro hac vice may file pleadings, appear or practice in this Court. Nothing in these rules is intended to prohibit any individual from appearing personally on his or her own behalf. An attorney admitted to practice in another federal district Court or licensed by any state to practice law may appear and represent the United States or the State of Missouri, or any of their respective departments or agencies, without general admission to the bar of this Court. Admission to the bar of this Court is not required in order to file or appear in a miscellaneous case, or to appear in a case transferred to this Court pursuant to 28 U.S.C. § 1407 on an order of the Judicial Panel on Multidistrict Litigation.

(B) Qualifications for Admission.

An attorney of good moral character who holds a license to practice law from, and who is a member in good standing of the bar of, the highest Court of any state or the District of Columbia may apply for admission to the bar of this Court.

(C) Procedure for Admission.

A candidate for admission to the bar shall complete in writing and file a verified application for admission on a form provided by the Clerk of the Court. The application shall be accompanied by: **(1)** a current certificate of good standing from each state and each Federal Court in which the applicant is admitted to practice; **(2)** certificates of two members of the bar of this Court who know the applicant and attest to his or her good moral character; and **(3)** a completed E-Filing Registration

Form. If the Court determines that an investigation of an applicant's character and fitness is necessary, a member of the bar of the Eastern District of Missouri may be appointed by the chief judge to conduct an examination of the applicant's background and report written findings to the Court. An attorney appointed for this purpose shall be compensated from the Attorney Admission Fee Non-Appropriated Fund at a reasonable hourly rate, provided that total compensation shall not exceed \$2,500.00 plus actual expenses.

Each completed application shall be examined by the Clerk of Court for satisfactory evidence of compliance with these rules. If the candidate for admission has fully complied, the application shall be presented to a judge of the Court who shall rule on its sufficiency.

Upon approval of an application for admission, the attorney shall take an oath or affirmation administered by a district, magistrate or bankruptcy judge of this Court, and pay the prescribed admission fee.

Admission to the bar of any division shall constitute admission to practice in all divisions of the Court, including the Bankruptcy Court.

(D) Renewal of Membership.

The roll of attorneys admitted to practice before this Court shall be renewed quadrennially commencing after 1999. A renewal registration on a form provided by the Court shall be filed with the Clerk by every member of the bar on or before the thirty-first day of January of each renewal year. Each renewal registration shall be accompanied by a fee in an amount ~~not to exceed \$20.00~~ as set by order of the Court at least ninety days prior to each registration period. The Clerk shall publish notice or otherwise inform the bar of the renewal requirement and the fee at least sixty days before the deadline for filing such renewal registration forms.

The Clerk shall deposit the renewal registration fees collected pursuant to this rule into the fund created by Local Rule 83 - 12.03, to be used for the purposes specified in that rule, and to defray the expenses of maintaining a current register of members of the bar of this Court.

An attorney who fails to file the required renewal registration and pay the renewal fee shall be provisionally removed from the roll of members in good standing, and the attorney's privilege to file pleadings, appear and practice in any division of the Eastern District of Missouri shall be suspended. If no renewal registration is filed within six months of the delinquency, the name of the attorney shall be permanently removed from the roll by order of the Court, without prejudice to a subsequent application for admission.

(E) Admission Pro Hac Vice.

An attorney who is not regularly admitted to the bar of this Court, but who is a member in good standing of the bar of the highest Court of any state or the District of Columbia, may be admitted pro hac vice for the limited purpose of appearing in a specific pending action. Unless allowed by a judge for good cause, an attorney may not be granted admission pro hac vice if the applicant resides in the Eastern District of Missouri, is regularly employed in the Eastern District of Missouri, or is regularly engaged in the practice of law in the Eastern District of Missouri.

A motion requesting admission pro hac vice shall be verified and shall include the name of the movant attorney, the address and telephone number of the movant, the name of the firm under which the movant practices, the name of the law school attended and the date of graduation, the movant's dates and places of admission to practice law, and a statement that the movant is in good standing in all bars in which he or she is a member and that the movant does not reside in the Eastern District of Missouri, is not regularly employed in this district, and is not regularly engaged in the practice of law in this district.

The movant attorney shall include as an attachment to the motion for admission pro hac vice a certificate of good standing in the bar of the jurisdiction in which the attorney resides or is regularly employed as an attorney, or other proof of good standing satisfactory to the court.

The motion shall be filed with the Clerk of the District Court or with the Clerk of the Bankruptcy Court as appropriate, where the action is pending, with payment of the prescribed fee. If the attorney has not previously been issued an electronic filing login and password for the CM/ECF System, the motion for pro hac vice admission must be filed in paper form, together with the E-Filing Registration Form. Upon admission pro hac vice, a permanent electronic filing login and password shall be issued by the Court. All subsequent documents submitted to the Court by an attorney admitted pro hac vice shall be filed electronically (except as otherwise provided herein), including each subsequent motion for pro hac vice admission.

(F) Duty to Report Contact Information.

Attorneys admitted to practice under this rule have a continuing duty to promptly notify the Clerk of any change of name, business address, telephone number, or e-mail address.

(G) Registration Number.

Each attorney granted regular admission to the bar of this Court shall be issued a registration number which shall be included with the attorney's signature block on every filing in this Court.

(H) Court Appointed Representation.

Attorneys who are members in good standing of the bar of this Court shall be required to represent without compensation indigent parties in civil matters when so ordered by a judge of this Court, and to accept appointments by a judge to represent indigent criminal defendants under the Criminal Justice Act unless exempt by rule or statute, except when such representation would create a conflict of interest. Statutory fees and expenses may be awarded as provided by law to an attorney

appointed under this rule.

At the time of application for admission, and with each renewal registration, an attorney shall indicate in writing his or her preference for civil or criminal appointments under this rule.